DOCUMENT RESUME

ED 125 380 HE 007 507

TITLE	Faculty Benefits, Hastings College.
INSTITUTION	Hastings Coll., Nebr.
PUB DATE	[74]
NOTE	22p.
EDRS PRICE	MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS	*Administrative Policy; *College Faculty; *Higher Education; *Personnel Policy; *Private Colleges
IDENTIFIERS	*Faculty Handbooks; Hastings College

ABSTRACT

Policies on tenure and promotion, academic freedom, and sabbatical leave are highlighted in this faculty handbook. (JT)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED125380

FACULTY BENEFITS

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HE 002507

HASTINGS COLLEGE

HASTINGS, NEBRASKA

TABLE OF CONTENTS

Topic	Page
Academic Freedom	7
Bellevue House	16
Book Store	16
Complimentary Admissions	15
Employee Liability Insurance	20
Faculty Compensation	17
Faculty Housing	15
Golf Privileges	15
Health and Accident Insurance	20
Leave of Absence	17
Library	16
Life Insurance	19
Long Term Disability	19
Office Space	16
Professional Dues	17
Recreational Facilities	15
Retirement Plan - T.I.A.A.-C.R.E.F.	18
Sabbatical Leave	9
Sabbatical Schedule	13
Special Tuition Grants	17
Social Security	18
Tax Deferred Annuities	18
Tenure and Promotion	1 - 6
Travel Budgets	16
Tuition Grants	17
Unemployment Compensation	19
Workman's Compensation	19

I. TENURE AND PROMOTION

A. Tenure-Meaning

1. Appointment to tenure means that the faculty member is entitled to reasonably continued employment, barring circumstances not in existence when tenure was granted. Appointment to tenure, however, does not exclude periodic examination of a faculty member's effectiveness in serving the institution, nor does it eliminate responsibliity in maintaining high standards of teaching. Indeed, it is taken for granted that there will be regular reviews of tenured faculty with the goal of maintenance of academic excellence and teaching effectiveness.

2. Tenure is a means to certain specific ends: (1) freedom of teaching, of research and of extramural activities, in harmony with the institutional purpose of the College, and (2) a degree of economic security that makes the profession attractive to men and women of ability.

3. Tenure is never to be considered as "automatic" upon satisfactory completion of a probationary period of service. Rather, tenure represents a decision by the College to employ continuously a person of proven worth to the institution so long as the faculty member continues to serve effectively in his position.

B. Eligibility For Tenure

1. A faculty member with professional rank (Assistant Professor, Associate Professor, or Professor) becomes eligible for tenure after not less than three years service to the College. Ordinarily a person to be tenured will not be elected to tenure with fewer than five years at Hastings College unless

prior teaching experience at the post-secondary level is such that the decision can reasonably be reached sooner. A person who is initially appointed at Hastings College at the rank of Professor may be granted tenure immediately at the discretion of the administration and the Board of Trustees. If a faculty member has not been elected to tenure by the completion of his sixth contract year, he must be given notice that his service to the College will terminate at the end of the seventh contract year. (This provision applies to all faculty members who first taught at Hastings College on or after September 1, 1970).

C. Criteria For Election To Tenure And For Promotion In Rank

The following criteria shall be utilized in considering candidates for tenure and promotion:

1. Academic achievement and evidence of effective teaching are of primary and equal importance. Academic achievement means that the candidate holds the generally accepted terminal degree in his field, is making satisfactory progress toward that degree, and/or is successfully engaged in other advanced study. Evidence of effective teaching means reports gathered from colleagues are favorable, student evaluations are positive, and the accomplishments of present and former students attest to the constructive influence of the faculty member.

2. The following are also of importance in considering candidates for tenure and promotion:

   (1) Active involvement in campus responsibilities such as committee and/or council assignments, advising of students, sponsorship of campus organizations and similar activities.

   (2) Participation in professional societies and their programs.

   (3) Publications, lectures, exhibits, performances, etc.

   (4) Research, grants, consultations, commissions and the like.

   (5) Relationship to the institutional purpose.

3. Documentation of the above shall be obtained by means of annual reviews and evaluations using forms developed for this purpose. Initially, there shall be an annual review of the record and activities of each faculty member by the Chairman of the Department, the Dean of the College, and the President of the College.

4. A "Personal and Professional Profile" covering the preceding college year will be submitted by each faculty member to the department chairman during the month of September. It is the responsibility of every department chairman to see that the profiles are delivered to the Dean of the College by October 10. Other evaluative instruments, both written and oral, may be used along with this "Personal and Professional Profile" in completing the "Faculty Evaluation Form".

5. The Faculty Evaluation Form will be prepared each year for each member of a department by the chairman of that department. The chairman will discuss the evaluation with the person concerned and he/she will be provided a copy. The evaluation form will spell out in detail the basis on which the evaluation was made. Specific information to support a "superior" rating is as important as evidence to support a "not satisfactory" rating. The department chairman shall be evaluated in the same fashion by the Academic Dean and one or more members of his division chosen by the Dean in consultation with the department chairman.

6. In addition to the forms indicated above, other instruments may be used as deemed helpful. Some of the possible sources of such evaluations are student ratings of faculty members, ratings by alumni/alumnae, ratings by colleagues, etc. After the annual evaluations have been completed, the records are to be placed in the files on the faculty in the President's Office. Every faculty member shall have the right to examine all materials in his file relating to his promotion and/or tenure.

D. Procedure For Election To Tenure

1. The Board of Trustees of Hastings College holds the right to grant tenure to members of the faculty upon recommendation of the President, the Academic Dean and the Department Chairman. (If the candidate for tenure is a department chairman, recommendation comes from the first two named only). Tenure does not apply to the chairmanship of a department, but only to a person's position as a teaching member of the faculty. At the time that a person is given an initial contract in a position that could eventually be tenured, it is the obligation of the Dean of the College to inform the person, in detail, of the tenure policy of the College.

E. Termination Of Faculty Services

1. A faculty member who does not wish to accept the contract offered him in March is to notify the President's Office, in writing, of this no later than April 1.
2. All first and second year contracts offered by the College are considered to be interim appointments unless specified to be otherwise at the time they are tendered. Non-renewal of such appointments shall be preceded by notice March 1 for those on first-year contracts and by December 1 for those on second-year contracts.
3. Notice of non-renewal of a third-year or subsequent contract is to be given in two steps:
   (a) preliminary notice of the possibility of non-renewal to accompany the contract in March.
   (b) final notice of non-renewal by September 15.
4. Tenured faculty members shall be dismissed only for cause upon approval by the Board of Trustees. Some of the bona fide reasons for dismissal are exigencies of the College requiring elimination of the faculty position, major curricular changes, failure to maintain high teaching standards, or institutional purpose, or mental or physical disability. A full bill of particulars

in cases of dismissal must be provided the faculty member, and a copy shall be delivered to the chairman of the Faculty-Trustees Relations Council if there is to be an appeal of the case.

5. The accepted retirement age for all members of the teaching staff at Hastings College shall be 65. No full-time faculty appointments shall be made after a person has reached the age of 70. When a department chairman reaches the age of 65, his chairmanship automatically terminates, even though he may be granted annual contracts to continue teaching.

6. Administrative personnel who have previously held positions in which they were tenured shall retain tenured status for a seven year period after assuming an administrative position. Should he return to his faculty position on or before the expiration of the seventh year, he would automatically retain tenured status. Should he choose not to return to a faculty position, tenure would automatically be terminated. This provision is to become effective for all who enter administrative positions on or after September 1, 1974.

F. Criteria For Non-Reappointment Or Dismissal

Some of the criteria affecting non-reappointment (of non-tenured faculty) or dismissal (of tenured faculty) are the following:

1. Enrollments and projected enrollments in the department in which the faculty member teaches.

2. Importance of the particular faculty position to majors, non-majors and the total College program.

3. Continuing evaluations of the faculty member's performance, progress, and maintenance of effectiveness in performing his duties as a faculty member. The criteria indicated above under "Criteria for Election to Tenure and for Promotion in Rank" are to be considered in cases of both tenured and non-tenured faculty members' evaluations. The chief distinction is that for tenured persons there is an assumption implicit that they have previously met such criteria and that they will continue to do so,

whereas for non-tenured faculty there is an assumption that they must prove their worth if they are to be elected to tenured status.

G. Sanctions Against Faculty Members

1. Sanctions, short of non-reappointment (of non-tenured faculty) or dismissal (of tenured faculty) may include the following, in order of increasing severity:

    a. Oral reprimand

    b. Written reprimand

    C. Loss of benefits for a stated period of time (e.g., loss of salary increases and/or promotions)

    d. Reduction in salary for a stated period of time

2. Materials relative to all sanctions other than oral reprimand will be available to the Faculty-Trustee Relations Council if there is an appeal.

H. Appeals And Reviews By The Faculty-Trustee Relations Council

1. Appeals or reviews brought to the Faculty-Trustee Relations Council must be submitted in writing with supporting materials. The Council will then study the evidence and ultimately submit its findings in writing directly to the chairman of the Committee on Instruction and Faculty Relations of the Board of Trustees.

2. In addition to the duties noted above and the duties formerly assigned to the Faculty-Trustee Council (viz., "to serve as an emergency channel of communication between the faculty and the Board of Trustees"), this Council may be consulted by the Administration, the Faculty, or the Board of Trustees with regard to matters relating to tenure, promotion, academic freedom, personnel policies, etc.

II. ACADEMIC FREEDOM AT HASTINGS COLLEGE

Hastings College is conducted for the common good and not to further the interest of any individual teacher or group. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and for the protection of the student in learning.

Academic freedom on the Hastings College campus is interpreted as follows:

1. The teacher is entitled to full freedom in research and in the publication of results, subject to the adequate performance of his other academic duties; research for pecuniary return shall be based upon an understanding with the authorities of the institution.

2. The teacher is entitled to freedom in the classroom in discussing his subject. Faculty are entitled to complete academic freedom within the prescribed and declared institutional purpose of the College as stated in the College catalog.

3. The College believes that academic freedom entitles the instructor to teach diverse points of view in his field and in cognate studies; the College will defend the right to discuss and teach about Communism and atheism, but will not attempt to defend the freedom of anyone to advocate anti-Christian or anti-democratic concepts. The advocacy of such doctrines will be considered just grounds for declaring a contract subject to review and termination. The College is willing to protect, maintain, and defend the traditional views of academic

freedom, but is unwilling to permit anyone to use this freedom as a weapon to destroy our American democracy or our Christian society.

4. The College teacher is a citizen, a member of a learned profession, and a representative of an educational institution. When he speaks or writes as a citizen, he should feel free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his private utterances. Hence, he is expected at all times to be accurate, to exercise appropriate self-restraint, to show respect for the opinions of others, and to make every effort to indicate that he is not an institutional spokesman.

5. Whenever questions arise regarding the extent to which academic freedom may logically lead an individual faculty member, the instructor in doubt should confer with the President or the Dean of the College.

III. SABBATICAL LEAVE

A sabbatical program for faculty members of Hastings College is instituted for two purposes:

(1) To upgrade the academic efficiency of the College through advanced study, research by the faculty member.

(2) To refresh the faculty member through a brief leave of absence from the campus calculated to enhance his classroom or administrative performance

The sabbatical program of Hastings College should privide a direct contribution to the improvement of some or all of the courses taught by or assignments of the faculty member eitner through a structured research project, visitations to centers of expertise to confer with individuals in one's own field, or through the formal enrollment in institutions of higher education. Travel involved in any of the above will be considered a means to these ends rather than as an end in itself.

Eligibility is extended to:

(1) All who hold academic rank of assistant professor or above who have served the College for a minimum of seven academic years. A study leave, prior to eligibility for a sabbatical, shall not be counted as one of the seven years of service leading to eligibility, and a period of at least two years must have elapsed between the time of return from such study leave before the recipient is eligible for sabbatical. For those who have taught at Hastings College and who have left for employment elsewhere and later returned to the faculty of Hastings College,

at least five academic years must have elapsed beyond the time of return before eligibility is reinstated.

(2) The recipient agrees to return to the campus for a minimum of one academic year following the sabbatical. Should he choose not to return, the entire amount of money received from the College while away will be payable to the College immediately, or any proportionate amount should he remain for less than a year. Terms of this provision will be stated in the contract issued for the year in which the sabbatical is taken.

The Plan

(1) Faculty members fulfilling conditions above will be ranked in order of their years of service and will apply for sabbaticals in such order. Each recipient will be expected to take his prime time without deviation or wait a period of two years before reinstatement to eligibility. An exception to this provision will be made by the President of the College when the best interests of the College dictate a delay in a regularly scheduled sabbatical. In such a case, the delay may be only one year.

(2) The Academic Dean of the College will receive in advance of the date of eligibility, a plan and program in writing the recipient proposes to follow during his sabbatical. The Dean will present the plan to the Academic Council for approval or rejection, the decision to be determined by the degree to which the plan meets (or fails to meet) the purposes stated above. Additional criteria will include degrees held and desirability for further study in areas related to the applicants' college assignment. In case of rejection, the concerned faculty member will have thirty days to submit a new proposal.

(3) A post sabbatical report will be submitted through the Academic Dean to the Academic Council for review and then distributed to the entire faculty. (See page 13 for time schedule).

(4) A sabbatical will consist of a fully paid one semester leave which may include the interim term adjacent to the leave period. An authorized leave for an additional semester, without reimbursement, would follow channels normal to the granting of study leaves apart from the sabbatical programs; persons without the terminal degree are encouraged to avail themselves of the opportunity to pursue advanced study for a full academic year.

(5) A maximum of three persons will be eligible for sabbatical leave in any one semester.

(6) No more than one person from any single department will be on leave at the same time (except interim) nor more than two from any academic division.

(7) Normally, faculty members on sabbatical leave are not to teach at another institution, but this provision shall not be interpreted to prevent the instructor on leave from doing short term lectorships.

(8) Cost of living allowances, where appropriate, or other remuneration to offset expenses incurred in carrying out planned sabbatical activities are considered acceptable.

Course Management

(1) All departments will chart their course offerings at least two years in advance of leave of any member of that department since the plan does not make allowances for teaching replacements. By advance planning, courses will be eliminated, staggered or shared by others in the department. (This plan is in rather wide use in small colleges throughout the country. It would be most difficult to procure capable instructors for periods of but one semester. Financial considerations for the

College are of major concern as well.)

(2) The College will provide for substitute instruction for one-man departments; for two-man departments substitute instruction will be provided upon recommendation of the Dean of the College and approval of the Academic Council.

(3) A complete and annually revised list of faculty members showing the relative position of each member on the "eligibility chart" will be prepared for review by all members of the faculty so that sound departmental and individual planning may be made much in advance of actual leave dates. If two persons have identical eligibility, academic rank will be given first consideration, followed by simple alphabetical arrangement of names, except in the case of two members of equal ranks who are eligible during the same year but who have had a previous leave of absence. In such instances, the faculty member with the earliest date of appointment will be given priority over his colleague regardless of alphabetical arrangement.

TIME SCHEDULE RELATED TO SABBATICAL LEAVES

Pre Sabbatical Period

1. September 1 of year preceding eligibility for sabbatical leave: Letter from Dean's office requesting reply on whether or not faculty member wishes to take advantage of the leave.

2. October 1 of year preceding sabbatical leave. Answer due in office of the Dean of the College as to whether faculty member plans to take leave. (No program of activities due at this time.)

3. November 1 of year preceding eligibility for sabbatical leave. Second letter to eligible faculty enclosing excerpts from the sabbatical policy and other information related to submission of a program of activities for the sabbatical.

Prior To Fall Sabbatical

1. February 1. Reminder from Dean's office of February 15 date for submission of program of activities for sabbatical.

2. February 15. Program of activities for fall sabbatical due at Dean's office.

3. March 1. Submission of program of activity to the Academic Council for approval.

Prior To Spring Sabbatical

1. September 1. Reminder from Dean's office of September 15 date for submission of program of activities for sabbatical.

2. September 15. Program of activities for spring sabbatical due at Dean's office.

3. October 1. Program of activities for spring sabbaticals to Academic Council for review.

Post Sabbatical Period

1. September 15. Letter to those on sabbatical during previous spring requesting sabbatical leave report.

2. October 15. Reports of those on spring sabbatical due at Dean's office.

3. November 1. Reports to Academic Council for review.

4. February 15. Letter to those on sabbatical leave in fall term requesting sabbatical leave report.

5. March 15. Reports from those on fall sabbatical due at Dean's office.

6. April 1. Sabbatical leave reports for those on fall sabbatical to Academic Council for review.

IV. OTHER BENEFITS

Recreational Facilities

Many recreational facilities are available for use by faculty members at all times when not in use for instructional purposes. Other facilities such as the swimming pool, where personal safety is concerned are available by special arrangement and at regularly scheduled times.

Golf Privileges

Hastings College has entered into a lease agreement with the Benevolent Protective Order of Elks, operators of the golf course adjacent to the College, which provides golfing privileges to the faculty and administration, their spouses and their minor children at a reduced rate. Golfing privileges for the family are available at a cost of $100 per year or one-half of the regular golfing membership charge to members of the Elks whichever is less.

Complimentary Admissions

The faculty enjoys free admission to most College functions, including athletic events, drama productions, lectures, and music concerts. Charges for special events may occationally be made.

Faculty Housing

The Board of Trustees, in their desire to provide adequate housing for new faculty members, has used a portion of the Hastings College Endowment Fund to purchase a limited number of homes for new faculty. These houses are rented to new faculty for a period of one year to permit careful investigation before entering into a more permanent housing arrangement. This policy is not to be interpreted as a guarantee to provide housing for all who desire it.

Office Space

Accessibility of faculty for student conferences is especially important in the small college where close personal relationship between the student and faculty is a principle selling point. Each faculty member is provided a furnished office with telephone service for his convenience and for student accessibility.

Library

The library facilities are available to all employees and the use of this service is encouraged.

Bellevue House

Facilities offered by Bellevue House are available to faculty, their families and guests at all times. Reservations should be made in advance for food service with the Director of Bellevue House or the food service manager. Meeting rooms may be reserved for any College sponsored activities but care should be exercised in distinguishing between College sponsored and non-College sponsored activities.

Book Store

The campus book store is operated as a leased department. The terms of this lease include the provision for a 10% discount to full-time faculty on all merchandise except special order items.

Travel Budgets

Hastings College recognizes the benefits in professional growth to be derived from attendance at professional meetings. For this reason, limited funds are included in the department budget each year to permit participation in these meetings. Under the present policy, $175 is budgeted for the department head and $100 for each additional full-time permanent faculty member.

Professional Dues

Membership in professional organizations is encouraged in an effort to keep abreast of current developments. Provision is made in each department budget to provide for or assist in payment of professional association dues for members of the department.

Tuition Grants

Dependents of faculty or administrative officers (sons, daughters, or spouses) are eligible to receive a full tuition grant-in-aid. These grants apply to tuition only and do not cover special fees, board, room, or private instruction.

Special Tuition Grants

At the 83rd Annual Meeting of the Board of Trustees, held on October 26, 1964, the following resolution was passed:

"In consideration of services to Hastings College by members of the faculty, Be It Resolved that effective June 1, 1965, sons or daughters of full-time faculty and administrative staff who have died in office or retired therefrom be granted full tuition remission for all courses taken on the campus."

Leave of Absence

The College may grant a leave of absence without pay to a faculty member who has been a member of the teaching or administrative staff for at least three years, for the purpose of providing an opportunity to pursue advanced study or research which will strengthen and enrich his academic background or for special assignments related to his professional field in full faith that he will return to Hastings College.

Faculty Compensation

In order that the faculty might have a better understanding of their total compensation, a table showing the base salary and fringe benefits has been prepared by the Treasurer of the College.

The figures used in computing the table below are based on the median salaries for each of the four academic ranks for the 1974-75 school year.

	Professor	Assoc. Prof.	Ass't. Prof.	Instructor
Basic Salary	14,500	12,900	11,500	10,400
T.I.A.A.-C.R.E.F.	725	645	575	520
F.I.C.A.	748	748	673	608
Medical Insurance	156	156	156	156
Life Insurance	84	84	84	84
Long-Term Disability	61	54	48	44
Total	16,274	14,587	13,036	11,812

Social Security

All employees of Hastings College participate in the Federal Social Security Program. Amounts withheld from the payroll are matched by Hastings College and remitted to the U. S. Treasury. Administration of this program is handled by the Social Security Administration in accordance with federal law. Details of this Social Security Program may be obtained from the local social security office or the Business Office of the College.

Retirement Plan - T.I.A.A.-C.R.E.F.

Participation in Teachers Insurance Annuity Association and College Retirement Equities Fund is optional with faculty and administrative personnel after two years and mandatory after three years. Earlier participation is available for those previously covered or by permission of the President. Under this retirement plan, 5% of the employees' salary is withheld and matched by Hastings College. Additional contributions may be made by the employee but matching is provided for the first 5% only.

Tax Deferred Annuity

Federal income tax and Nebraska tax laws allow an employee to voluntarily agree to a salary reduction with the amount of the reduction then paid into

an annuity contract. This plan permits the postponement of income tax on the amount of the salary reduction until the annuity payments are received after retirement. This tax deferral treatment is available on payments to TIAA-CREF or to the Lincoln National Life Insurance Company.

Unemployment Compensation

Effective January, 1972, employees of colleges and universities became eligible for the benefits of unemployment compensation insurance on terms and conditions authorized and prescribed by the 1970 Amendment to the Federal Unemployment Tax Act. The administration of this program is the responsibility of the State of Nebraska, Department of Labor, with the cost paid by Hastings College.

Workman's Compensation

All employees of Hastings College are protected under the Nebraska Workman's Compensation Laws. The College bears the total expense of this insurance. In case of injury from accident, while fulfilling assigned duties, the employee receives full medical and hospital coverage at no expense.

Long Term Disability

There is provided at Hastings College expense, a long term disability program that provides for payment of one half salary to all full-time employees who become unable to perform their duties. Benefits begin after 6 months disability and continue during total disability until age 65. This plan contains a coordination of benefit clause providing for reduction of payments for any Social Security benefits received but in no event shall the payment under this policy be less than $50 per month.

Life Insurance

Group Term Life insurance is furnished for all full-time faculty and administrators. This insurance is provided to guarantee the family of the faculty member with the approximate equivalent of one year's, after tax, income. The full premium for this coverage is paid by Hastings College.

Employee Liability Insurance

Liability insurance is extended to all faculty of Hastings College by endorsement of the comprehensive General Liability Policy. This endorsement provides as follows:

> "It is agreed that the Persons Insured provision is amended to include all faculty and administrative employees of the named insured while acting within the scope of their assigned duties as such."

Health and Accident Insurance

A comprehensive medical plan is provided for all full-time employees of Hastings College. The cost of this insurance is paid by the College. Each employee has the option of covering his or her eligible dependents under this plan at his own expense. This policy provides for the following:

a. Life time maximum of $250,000

b. 100% of the first $5,000 hospital charges

c. 80% of (1) hospital charges not otherwise covered, (2) surgical charges, and (3) all other covered charges in excess of the deductible amount of $100 per insured individual or $200 per family.

d. 80% of all obstetrical and maternity cost in excess of $100 deductible. Both husband and wife must be insured when pregnancy commenced.

e. Faculty and administrators are covered from date of employment.